

RESUME FORMAT

POSITION PROPOSED EMPLOYEE WILL FILL: _____

NAME OF PROPOSED EMPLOYEE: _____

1. SUMMARY OF SIGNIFICANT WORK EXPERIENCE:

Exact Title of Position Held (Begin with current employment)	Name & Address of Employer (City & State)	Dates of Employment (Month & Year) From - To	Hours Per Week

2. EDUCATIONAL INFORMATION:

Graduated from High School () Yes () No

Has a GED High School Equivalency Certificate () Yes () No

Name & Location of Schools Attended Above High School (Include all vocational, technical, or trade schools and/or colleges)	Major Field of Study	Dates Attended (Month & Year) From - To	Type of Degree or Certificate	Month and Year Awarded	College Credit Hours Completed	Non- College Classroom Hours Completed

SOURCE SELECTION INFORMATION – SEE FAR 3.104

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3. SUPPLEMENTAL EDUCATIONAL PROGRAMS:

Give for each - the name and location (City & State), dates attended, subject(s) studied, course description, number of classroom hours, certificates awarded, and any other pertinent data.

4. DESCRIPTION OF SIGNIFICANT EXPERIENCE:

For each employer listed in Item 1 where relevant experience was gained.

Name & Address of Employer	Dates Employed (Month & Year) From - To	Average Hours Per Week	Number and Labor Categories of Employees Supervised

Exact Title of Position Held: _____

Kind of Business Organization: _____

Description of Duties:

Important Applicable Knowledge, Skills, and Abilities:

SOURCE SELECTION INFORMATION – SEE FAR 3.104

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Examples of Equipment/Systems - Repaired, Maintained, Calibrated, Automated:

5. LICENSES:

List any pertinent professional licenses, registrations, or certifications, date(s) of acquisition, licensing authority, and whether the licence is currently active.

6. PUBLICATIONS:

For engineer; list and describe any applicable publications authored, thesis, textbooks, articles, journals, manuscripts, monographs, etc.

7. ADDITIONAL INFORMATION:

The information requested above is the minimum that the Government requires to fairly evaluate your proposal. Offerors are cautioned that their proposals are being rated, in part, on the qualifications of their proposed personnel and they are encouraged to submit any additional information that was not explicitly requested above that may enhance their rating.

SOURCE SELECTION INFORMATION – SEE FAR 3.104